



**Code: 8246**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer and Disposal

Series: Street Maintenance and Construction

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## **CLASS TITLE: FOREMAN OF CONSTRUCTION LABORERS**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, functions as a supervisor over one or more work crews, directing and supervising Construction Laborers and Laborer-Apprentices performing physically demanding labor at construction, maintenance, and repair project sites of public facilities or in the public way including streets and roadways, water distribution structures, sewer/drainage structures, bridges and viaducts, and performs related duties as required.

### **ESSENTIAL DUTIES**

- Makes daily work assignments, ensures work crews are properly staffed and prioritizes work orders based on available manpower, daily work orders and planned work objectives
- Prioritizes work order requests and makes required re-assignment to ensure management directives are carried out and operational needs are met
- Supervises staff in the performance of construction labor work duties including digging and backfilling trenches and tunnel and shaft excavations, removing obstructions from work areas, setting bracing and driving sheeting to support excavations, and breaking out old concrete
- Monitors work in progress, enforcing operating work procedures and ensuring staff compliance with established work safety rules, practices and requirements
- Responds to and resolves problems relating to personnel, equipment, performance issues and other factors or issues impacting of work crews productivity
- Coordinates work efforts with other supervisory personnel, reviewing work objectives and implementing changes to ensure the efficiency and effectiveness of work operations
- Provides safety instruction to staff to minimize employee accidents and to promote a safe work environment; reviews incidents of accidents and injuries and prepares reports
- Approves time off requests; monitors performance and conducts performance evaluations; and initiates and enforces disciplinary actions
- Confers with and notifies General Foreman of performance or operational problems
- Prepares productivity reports, operational reports and related reports

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Three years of work experience as a general laborer on a construction work site

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Positions in the Chicago Department of Aviation (CDA) must pass a Ground Motor Vehicle Operating Regulation Basic Driving test administered by the CDA within six months of hire

**WORKING CONDITIONS**

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopies, fax machine)
- Standard equipment used in heavy construction (e.g., jackhammers and other power tools)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, safety vest, )

**PHYSICAL REQUIREMENTS**

- Moderate lifting (up to 50 pounds) required
- Ability to stand, walk and bend for extended or continuous periods of time
- Ability to access multi-level facilities

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- \*work practices and standards used in the construction labor craft
- \* use of power and hand tools, and operation of equipment used on construction work sites
- \* construction materials
- \* industry standards for trenching, excavation and backfilling
- \* applicable safety practices and procedures specific to construction labor, including OSHA standards

Some knowledge of supervisory methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules and regulations

**Skills**

- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING – Teach other how to do something

Other skills as required for successful performance in the Construction Laborer class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

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**CLASS TITLE: FOREMAN OF CONSTRUCTION LABORERS**

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- WRITE – Communicate information and ideas in writing so others will understand
- Other abilities as required for successful performance in the Construction Laborer class

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Construction Laborer class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

October, 2012